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Arrangements for the United Nations summit for the adoption of the post-2015 development agenda and the general debate of the seventieth session of the General Assembly

United Nations Headquarters, 25 September to 3 October 2015

Information note for delegations

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I. Introduction

1. The general debate of the seventieth session will be held from Monday, 28 September to Saturday, 3 October 2015. While the general debate usually begins on the Tuesday after the opening of the session, pursuant to resolution 57/301, the general debate for the seventieth session will begin on Monday, 28 September, pursuant to resolution 69/244.

2. The General Assembly, by its resolution 69/244, decided that the United Nations summit for the adoption of the post-2015 development agenda would be held from Friday, 25 to Sunday, 27 September 2015.

3. In addition to the convening of the summit and the general debate, a plenary meeting to commemorate the International Day for the Total Elimination of Nuclear Weapons will be held on Wednesday, 30 September 2015, in accordance with resolution 69/58. Also, in accordance with resolution 69/316, a high-level thematic debate of the General Assembly to commemorate the seventieth anniversary of the United Nations will be held on Thursday, 1 and Friday, 2 October. Furthermore, a plenary meeting to hear an address by His Holiness Pope Francis will be held on the morning of Friday, 25 September.

4. The plenary meetings of the United Nations summit for the adoption of the post-2015 development agenda and the general debate, as well as the plenary meeting to hear an address by His Holiness Pope Francis, will be held in the General Assembly Hall.

II. Arrivals

5. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so — time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. The permits will be available through the Garage Administration, room U-210 (telephone: 212 963 6212).

III. Schedules, list of speakers, statements, documentation and interpretation

United Nations summit for the adoption of the post-2015 development agenda

6. The United Nations summit for the adoption of the post-2015 development agenda will be held from Friday, 25 September to Sunday, 27 September 2015,

pursuant to resolutions 65/1 and 69/244, and decision 69/557. The address by His Holiness Pope Francis will take place immediately before the convening of the summit on Friday, 25 September, at 10 a.m. The summit will be held according to the following schedule:

25 September	
11 a.m.-1 p.m.	Opening plenary meeting (General Assembly Hall)**
12-3 p.m.	Interactive dialogue 1 (Trusteeship Council Chamber)*
3-6 p.m.	Interactive dialogue 2 (Trusteeship Council Chamber)*
3-9 p.m.	Plenary meeting (General Assembly Hall)**
26 September	
9 a.m.-1 p.m.	Plenary meeting (General Assembly Hall)
10 a.m.-1 p.m.	Interactive Dialogue 3 (Trusteeship Council Chamber)*
3-6 p.m.	Interactive Dialogue 6 (Trusteeship Council Chamber)*
3-9 p.m.	Plenary meeting (General Assembly Hall)
27 September	
9 a.m.-1 p.m.	Plenary meeting (General Assembly Hall)**
10 a.m-1 p.m.	Interactive Dialogue 5 (Trusteeship Council Chamber)*
2-5 p.m.	Interactive Dialogue 4 (Trusteeship Council Chamber)*
3-6 p.m.	Closing plenary meeting (General Assembly Hall)**

* The Economic and Social Council Chamber will serve as the overflow room for the interactive dialogues.

** Conference Room 4 (North Lawn Building) will serve as the overflow room for the plenary meetings on 25 and 27 September.

7. The modalities of the summit are set out in resolution 69/244.

8. The Head of State of the country of the President of the General Assembly at its sixty-ninth session and the Head of Government of the country of the President of the Assembly at its seventieth session will jointly preside over the summit as Co-Chairs.

Plenary meetings

9. At the opening plenary meeting, on Friday morning, 25 September, the initial speakers will include the two Co-Chairs and the Secretary-General. A representative from civil society of appropriate stature and level will be included in the list of speakers as keynote speaker after the opening statements.

10. The plenary meetings will be held from 11 a.m. to 1 p.m. and from 3 to 9 p.m. on 25 September, from 9 a.m. to 1 p.m. and from 3 to 9 p.m. on 26 September, and from 9 a.m. to 1 p.m. and 3 to 6 p.m. on 27 September.

11. The second provisional list of speakers for the plenary meetings of the summit was made available by the secretariat of the General Assembly on 10 September 2015.

12. The current list of speakers is available in room S-3082. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch, room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783).

13. Without prejudice to other organizations which have observer status in the General Assembly, a representative of each of the following may also be included in the list of speakers for the plenary meetings of the summit:

African Union League of Arab States

Organization of Islamic Cooperation

World Conference of Speakers of Parliament of the Inter-Parliamentary Union.

14. In addition, representatives of the intergovernmental groupings, the President of the World Bank Group, the Managing Director of the International Monetary Fund, the Director-General of the World Trade Organization and the heads of the United Nations system organizations may also be included, time permitting, on the list of speakers for the plenary meetings of the summit.

15. Furthermore, the President of the General Assembly will draw up a list of representatives of non-governmental organizations in consultative status with the Economic and Social Council, civil society organizations, major groups and the private sector, one from each grouping, selected through a transparent and inclusive process during the informal interactive hearings, who may be included, time permitting, on the list of speakers for the plenary meetings of the summit.

16. Statements in the plenary will be limited to five minutes.

17. The closing plenary meeting, which will be held in the afternoon of Sunday, 27 September, will include the presentation of summaries by the chairs of the interactive dialogues.

Interactive dialogues

18. The interactive dialogues will be convened in parallel to the plenary meetings, as stipulated in annex II to resolution 69/244. Two dialogues will be held on each day of the summit from 12 to 3 p.m. and 3 to 6 p.m. on 25 September, from 10 a.m. to 1 p.m. and 3 to 6 p.m. on 26 September, and from 10 a.m. to 1 p.m. and 2 to 5 p.m. on 27 September.

19. The six interactive dialogues will be held under the overarching theme "Transforming the world: realizing the post-2015 development agenda", in accordance with decision 69/555. The themes for each of the interactive dialogues will be as follows: (1) Ending poverty and hunger; (2) Tackling inequalities, empowering women and girls and leaving no one behind; (3) Fostering sustainable economic growth, transformation and promoting sustainable consumption and production; (4) Protecting our planet and combating climate change; (5) Building effective, accountable and inclusive institutions to achieve sustainable development; (6) Delivering on a revitalized Global Partnership. Information on the co-chairs of the interactive dialogues will be communicated by the President of the General Assembly at a later date.

20. Participation in the interactive dialogues will be determined on a first-come, first-served basis, ensuring that equitable geographical distribution is maintained and allowing for some flexibility. The list of participants in each interactive dialogue will be made available prior to the meeting.

21. To enable maximum participation within the limited time available, statements in the interactive dialogues should not exceed three minutes when made in a national capacity and five minutes when made on behalf of groups. Information regarding inscription on the list of speakers is contained in the *Journal of the United Nations*.

Participation of other stakeholders

22. Representatives of non-governmental organizations in consultative status with the Economic and Social Council, including those on the roster through the list of the Commission on Sustainable Development, representatives of non-governmental organizations and civil society organizations that have participated in previous United Nations summits and non-governmental organizations and other major groups that were accredited to the United Nations Conference on Environment and Development and the World Summit on Sustainable Development held in 1992 and in 2002, respectively, were invited to participate in the plenary meetings and interactive dialogues of the summit. The list of those who have indicated that they will participate in the summit was circulated by the President on 1 September 2015.

23. The President drew up a list of representatives of other relevant non-governmental organizations, civil society organizations, academic institutions and the private sector who may participate in the plenary meetings and interactive dialogues of the summit. The final list was circulated by the President in a letter dated 10 September 2015. The list contained proposed as well as final names, and noted the general basis of any objections.

Overflow rooms[1]

24. The Economic and Social Council Chamber will serve as the overflow room for the interactive dialogues. Conference Room 4 (North Lawn Building) will serve as the overflow room for the plenary meetings on 25 and 27 September.

General debate

25. As indicated in section I above, the general debate of the seventieth session of the General Assembly will be held from Monday, 28 September to Saturday, 3 October 2015. The meetings of the general debate will be held from 9 a.m. to 1 p.m. and from 3 p.m. to 9 p.m. in the General Assembly Hall.

26. The current list of speakers is available in room S-3082. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch, room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783).

27. The theme "The United Nations at 70: the road ahead for peace, security and human rights" has been proposed for the general debate at the seventieth session, pursuant to General Assembly resolution 58/126, annex.

[1] The designation of overflow rooms is tentative. The *Journal of the United Nations* will contain the most up-to-date information on the overflow rooms for the summit.

28. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the seventieth session.

Documentation, statements and interpretation

29. At the seventieth session of the General Assembly, hard copies of documents will be available at the documents distribution counters located inside the General Assembly Hall. For meetings taking place in conference rooms, hard copies of documents will be available at the meetings services desk. The Department for General Assembly and Conference Management will also provide documents-on-demand services (printing of documents, assistance with access to online services, etc.) via the Documents Assistance Centre (Room CB-0264) and at the Documents Counter (Room S-1B-032).

30. Additionally, daily distribution of predetermined quantities of the *Journal of the United Nations* and specified documents issued at Headquarters will be available for collection at the distribution pick-up area, located in Conference Room 3 in the North Lawn Building. Please be informed that any changes to quantities of documents for distribution to delegations should be submitted at least two working days prior to the effective date and addressed in writing to the Chief of the Meetings Support Section, chiefmss-dgacm@un.org.

31. Any additional documentation needed can be retrieved online using the United Nations Official Document System (ODS), as well as via the PaperSmart portal (papersmart.unmeetings.org). No login will be required to access the portal. Documents are also available via the Department's eSubscription service at www.undocs.org. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters directly to their computer or mobile device.

32. Delegations are invited to submit PDF formatted versions of their statements via e-mail to papersmart@un.org. Delegations wishing to circulate their statements electronically through the PaperSmart portal should provide them not later than two hours in advance of delivery to papersmart@un.org. Alternatively, delegations can bring a hard copy (unstapled and printed single-sided), for scanning and uploading, to the PaperSmart portal documents distribution counter located inside the General Assembly Hall or at any conference officers' desk within meeting rooms. The name of the meeting and the agenda item should be indicated in the subject line of the e-mail and in the heading of the statement. The statements will remain embargoed until their delivery and then posted. Only statements presented during the course of the meeting will be posted.

33. If available, 30 copies of the text should be submitted by a delegation representative to the receiving area at the documentation desk located at the rear of the General Assembly Hall between 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate, through the screening area, utilizing the West side elevators in the lobby of the General Assembly Building to the second floor, where a representative of the Secretariat will accept the texts at a designated counter. The texts of the speeches will be accepted only on the day they are to be given.

34. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in

accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official language into an official language, or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone: 212 963 8114; e-mail: emeetsm@un.org). The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in front of the General Assembly Hall 30 minutes prior to the delivery of the statement.

IV. List of delegations

35. Missions are kindly requested to submit a comprehensive official delegation list, including the functional titles and affiliations of each member, to the Chief of Protocol, room S-0201 (fax: 212 963 1921), not later than 31 October 2015. In order to avoid confusion, any changes to the original list should be sent separately; such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in MS Word, their comprehensive delegation lists, first electronically to sutliff@un.org, followed by a signed copy, to be delivered to the Protocol and Liaison Service.

36. Each delegation should consist of not more than five representatives and five alternate representatives, and as many advisers and experts as may be required (rule 25 of the rules of procedure of the General Assembly refers). With the exception of Heads of State or Government and Vice-Presidents, Crown Princes or Princesses and Ministers for Foreign Affairs, who will be listed as heads of delegation during their presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians, and media and security personnel accompanying a Head of State or Government should not be included in the official delegation list.

37. A comprehensive list of delegations to the seventieth session of the General Assembly will be available from the Protocol and Liaison Service website (www.un.int/protocol) at the end of December 2015.

V. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and the specialized agencies

Accreditation

38. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions/offices are required to submit their accreditation requests by using the existing online system "eAccreditation", available through the eDelegate Portal at https://delegate.un.int. Delegations wishing to obtain information on the system may refer to the updated "Guidelines on eAccreditation" and "Frequently Asked Questions" posted on the Protocol website at www.un.int/protocol. It is to be noted that all accreditation requests, including requests for VIP passes, must be submitted via the eAccreditation system.

39. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet ministers and their spouses will be provided with VIP passes with photographs.

40. The working hours of the accreditation unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the summit and the general debate are posted on the Protocol and Liaison Service website and at the entry to the Protocol Office.

Access to meeting rooms and restricted areas

41. During the summit and the general debate of the seventieth session of the General Assembly, from 25 September to 3 October 2015, access to the General Assembly Hall and restricted areas will require a regular delegate's pass plus a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

For the general debate

(a) Every permanent mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly Building and Conference Building.

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the second floor of the General Assembly and Conference Building.

(c) The access cards for the General Assembly Hall will be valid for the entire period of the general debate of the seventieth session of the General Assembly, from 28 September to 6 October 2015. The access cards for the second floor of the General Assembly Building and Conference Building will be valid for the period from 25 September to 6 October 2015.

For the summit and other high-level meetings

Access arrangements for the United Nations summit for the adoption of the post-2015 development agenda and other high-level meetings, including the plenary meeting to hear an address by His Holiness Pope Francis on 25 September, will be communicated to permanent missions/offices later in a separate note verbale from the Protocol and Liaison Service. Access cards, if required, will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in the interactive dialogues associated with the summit and other high-level meetings to access the conference rooms.

42. Colour-coded access cards for the summit and the general debate, as well as other high-level meetings, will be ready for collection at the Protocol and Liaison Service starting on Wednesday, 23 September 2015 from 10 a.m. in room S-02MM.

43. During the general debate, seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations on the fourth floor balcony and in VIP section A (up to 15 seats) of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate. Access to those areas will require a special courtesy ticket distributed by the Protocol and Liaison Service. To reserve seats in the VIP area for spouses and in the reserved section for guests of delegations in the General Assembly Hall, permanent missions are required to submit a request specifying the names and titles of all attendees (including, where relevant, the spouse of the dignitary speaking) to the Chief of Protocol in room S-0201 or faxed to 212 963 1921 **at least one week in advance of the address**. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission bearing a valid United Nations grounds pass, and enter the United Nations through the 46th Street entrance.

44. All documents, forms and information material on the seventieth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Service's website (www.un.int/protocol).

Access for members of the information media

45. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Hall must use the 47th Street media entrance with a grounds pass or proper documentation for accreditation. Following the screening process, persons who need media accreditation will be required to proceed to the media accreditation area, located in the North Lawn Building. Media personnel who wish to proceed to the third floor media liaison desk in the General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor. Media personnel who wish to reach the Media Centre following the screening process will proceed from the accreditation area to Conference Room 4 in the North Lawn Building. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary

correspondents, will use only the 47th Street entrance, where they and their equipment will be subject to security screening.

46. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times in the restricted areas.

VI. Welcoming reception

47. A welcoming reception (with spouses) will be held on Monday morning, 28 September 2015 in honour of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventieth session of the General Assembly, from 8 a.m. to 8.50 a.m. in the Indonesian Lounge on the second floor of the General Assembly Building.

VII. State luncheon

48. The Secretary-General will host a luncheon (without spouses) in honour of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventieth session of the General Assembly. Heads of delegation at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. on Monday, 28 September 2015 in the North Delegates Lounge of the Conference Building.

VIII. Programme for spouses

49. Mrs. Ban Soon-taek, spouse of the Secretary-General, will host a tea reception in honour of the spouses of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses on Tuesday, 29 September 2015 (time to be confirmed) at the official residence of the Secretary-General, located at 3 Sutton Place, on the north-east corner of Sutton Place and 57th Street. The spouses of cabinet ministers attending the general debate are also invited to attend the event. Spouses may be accompanied for the event by a guest of their choice.

IX. Protocol/security briefing

50. There will be a joint protocol, security and media briefing for delegations on Wednesday, 9 September 2015, at 10 a.m. in Conference Room 4. Permanent missions and observer missions are strongly encouraged to be present at the briefing.

X. Security arrangements

General considerations

51. The Headquarters complex will be closed to the public from 5.30 p.m. on Tuesday, 22 September 2015 until the close of business on Tuesday, 6 October 2015. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations

system; accredited media; and affiliates who are wearing a United Nations grounds pass. In addition, members of civil society who are invited to attend the high-level meetings will be required to be in possession of a meeting-specific pass at all times.

52. For all government delegations (Member States or observers), grounds passes will be issued at the Pass and Identification Unit's two locations: 304 E 45th Street, and 801 First Avenue (corner of 1st Ave and 45th Street). For grounds passes for national security officers accompanying Heads of State or Government, please contact Captain Paula Goncalves, Special Services Unit (telephone: 212 963 7531). See annex II for a sample of the grounds pass request for security staff.

53. Questions or concerns should be directed to Michael Browne, Chief of Security, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit (Lieutenant Malinda McCormack, telephone: 212 963 7028), or through Inspector Matthew Sullivan, Inspector in Charge of Operations (telephone: 212 963 4601).

54. Kindly note that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

Access to the United Nations Headquarters complex

55. The opening times of the pedestrian entrances are as follows:

42nd Street and First Avenue:	6 a.m. to close of business
46th Street and First Avenue:	7 a.m. to close of business
47th Street and First Avenue:	6 a.m. to close of business (media exclusive entrance)

56. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

57. Prior arrangements are required to be made through notification to the Security Operations Centre at extension 3-6666 for after-hours access to the premises by the press and affiliates.

58. Access to the South Annex and the Library Building prior to 6 a.m. may be gained by using the 43rd Street Entrance and proceeding to those areas via the lobby of the Secretariat Building.

No pedestrian access through the delegates' entrance

59. During the seventieth session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue will be closed owing to motorcade activity. Therefore, the gate positioned to the south of the 46th Street and First Avenue entrance will be reserved for the use of high-level VIPs, delegations bearing protocol access passes, permanent representatives to the United Nations, heads of delegation and senior United Nations staff who are in possession of gold-coloured access passes, in order to access the delegates' entrance.

Access to the North Lawn Building

60. During the seventieth session, the pedestrian entrance at 47th Street and First Avenue will be utilized primarily by the media for screening and accreditation. It may also be used by VIPs, delegations and staff members who have business in the North Lawn Building. Since the North Lawn Building is a restricted area, all normal screening protocols apply.

Security and Safety Service, pass and identification offices: main office FF Building and satellite office UNITAR Building

61. In preparation for the seventieth session of the General Assembly, the Pass and Identification Unit, located in the UNITAR Building, on First Avenue at 45th Street, as well as its new office which is located on the ground floor of the FF Building at 304 E 45th Street, will be open to staff members and members of delegations. The new office at 304 E 45th Street is much larger and delegations are hereby advised that this office will be the primary location for the processing of their passes. Annual and temporary non-governmental organization passes will not be issued from 11 September 2015 until the general debate. Any non-governmental organizations invited to attend events during the general debate will be issued with event-specific passes distributed by event organizers. Members of the media will be assisted with accreditation following screening at the 47th Street and First Avenue entrance, in the adjacent accreditation centre. The days and hours of operation of the two pass and identification facilities will be as follows:

Date	*Hours of operation*
Main pass and ID office, FF Building at 304 E 45th Street	
Wednesday, 16 September	9 a.m. to 6 p.m.
Thursday, 17 September	9 a.m. to 6 p.m.
Friday, 18 September	9 a.m. to 6 p.m.
Saturday, 19 September	9 a.m. to 5 p.m.
Sunday, 20 September	9 a.m. to 5 p.m.
Monday, 21 September	9 a.m. to 6 p.m.
Tuesday, 22 September	9 a.m. to 6 p.m.
Wednesday, 23 September	9 a.m. to 6 p.m.
Main pass and ID office, FF Building at 304 E 45th Street, and satellite pass and ID office, UNITAR Building at the corner of First Avenue and East 45th Street	
Thursday, 24 September	9 a.m. to 7 p.m.
Friday, 25 September	8 a.m. to 6 p.m.
Saturday, 26 September	9 a.m. to 6 p.m.

Date	*Hours of operation*
Sunday, 27 September	9 a.m. to 6 p.m.
Monday, 28 September	7 a.m. to 6 p.m.
Tuesday, 29 September	8 a.m. to 6 p.m.
Main pass and ID office, FF Building at 304 E 45th Street	
Wednesday, 30 September	8 a.m. to 6 p.m.
Thursday, 1 October	8 a.m. to 6 p.m.
Friday, 2 October	8 a.m. to 6 p.m.
Saturday, 3 October	9 a.m. to 4.30 p.m.
Sunday, 4 October	Closed
Monday, 5 October	9 a.m. to 4.30 p.m.
Tuesday, 6 October	9 a.m. to 4.30 p.m.
Wednesday, 7 October	9 a.m. to 4.30 p.m.
Thursday, 8 October	9 a.m. to 4.30 p.m.
Friday, 9 October	9 a.m. to 4.30 p.m.

Beginning Wednesday, 30 September 2015, all pass and identification operations will return to the main pass and ID office, FF Building, on 304 E 45th Street. Beginning Monday, 5 October 2015, the hours of operation will be from 9 a.m. to 4.30 p.m.

Access for members of the information media

62. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building must use the 47th Street media entrance with a grounds pass or proper documentation for accreditation. Following the screening process, personnel who need media accreditation are required to proceed to the media accreditation area, adjacent to the screening area. Media personnel who wish to proceed to the third floor media liaison desk in the General Assembly Building will be escorted by the Media Accreditation and Liaison Unit, and are required to use the North Lawn Building South entrance to access the metal staircase leading to the plaza, and from there the access ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the 47th Street entrance, where they and their equipment will be subject to security screening. The Media Centre is located in the North Lawn Building, in former Conference Rooms 1 and 3.

63. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times when accessing the Conference and General Assembly Buildings.

Access to restricted areas

64. In accordance with the established procedures, please note that the second floor of the General Assembly Building is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations building passes will be required. Owing to the space constraints on the second floor of the General Assembly Building, members of delegations are kindly requested not to congregate within that area and instead utilize the second floor of the Conference Building. Members of non-governmental organizations will not be allowed to gain access to the restricted areas — their access to meetings at Headquarters will be honoured upon verification of a valid United Nations building pass and an appropriate ticket issued for the current day's meeting(s).

Admission of persons not affiliated with the United Nations

65. For the period of the general debate and the high-level meetings, the information and reception desk will be relocated to the UNITAR Building, on the corner of First Avenue at 45th Street. Access to the desk can be gained when entering the building on 45th Street. Given the security activity on First Avenue, it will be the responsibility of each staff member to meet his or her guests at the information desk, as well as ensuring that they are accompanied at all times. Guests will not be permitted to enter the restricted areas at any time.

Guided tours

66. Regular guided tours will be suspended from 4.30 p.m. on Tuesday, 22 September until the close of business on Tuesday, 6 October. On Wednesday, 7 October guided tours will resume and the building will reopen to the public.

Escorted motorcade drop-off

67. Escorted motorcades will be authorized to enter United Nations premises at the 43rd Street and First Avenue vehicular entrance, and drop off their passengers at the delegates' arrival tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted motorcade movements on the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

Unescorted motorcade drop-off

68. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. In doing so, a valid grounds pass and an authorized United Nations decal (UNGA70 issued by the Garage Administration) will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access.

Traffic in the Secretariat Circle and through the 43rd Street gate

69. The very limited operating space in the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to those areas, in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles and other high-level Government officials and motorcades. Vehicular access to the

premises through the gate at First Avenue and 43rd Street will continue to be restricted to:

(a) Vehicles of the permanent missions conveying permanent representatives, deputy permanent representatives, heads of delegation of observers to the United Nations, and VIPs from national governments accredited by Protocol;

(b) Vehicles of the permanent missions conveying visiting senior officials of national governments that have made arrangements with the Security and Safety Service, Security Events Planning Unit;

(c) Host country law enforcement escorted motorcades;

(d) Other special category vehicles authorized by the Security and Safety Service.

70. Depending on meeting schedules and traffic patterns during the high-level meeting to be held from 25 September to 6 October 2015, vehicles may periodically be restricted from entering the Secretariat Circle from the garage to exit the premises via the 45th or 43rd Street gates. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. until 7 p.m. on weekdays will resume on Wednesday, 7 October 2015.

Parking

71. For the duration of the high-level meeting, vehicles will be permitted access to enter the garage through the 48th Street entrance and depart through the 42nd Street exit, which will be operational on a 24-hour basis. Traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in this area will be subject to towing.

72. All vehicles entering the Headquarters premises will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

73. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted.

XI. Arrangements for meetings

Facilities

74. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the General Assembly Building.

Reservation system

75. An electronic reservation system will be activated through eMeets 2.0 (http://icms.un.org) on 24 August 2015, in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through eMeets by accessing http://icms.un.org, logging in with the username and password of their permanent mission and clicking on the "Bilateral" tab. The date and time and the name of the other delegation participating in the bilateral meeting should be specified in the request. Reservations will be accepted for periods of

20 minutes, **on the hour and half hour**. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

76. Information about booth assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same booth. Late requests will be accepted until 6 p.m. on the day prior to the meeting and every effort will be made to assign a booth based on the availability of space at that time. **Delegations requiring further information regarding bilateral requests should send their questions or enquiries to bilats-msu@un.org.**

XII. 2015 treaty event

77. It is recalled that the Secretary-General, in a letter dated 6 May 2015, invited Heads of State or Government to consider signing and ratifying or acceding to multilateral treaties deposited with him during the general debate of the seventieth session of the General Assembly.

78. The treaty event will be held from 28 September to 1 October 2015 in the treaty-signing area on the ground floor of the General Assembly Building. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (telephone: 212 963 5047). States intending to ratify and/or accede to a convention or treaty must have submitted copies of their instruments to the Treaty Section for review by 4 September 2015. States intending to sign a convention or treaty must have submitted copies of their full powers to the Treaty Section for review by 4 September 2015. It should be noted that Heads of State or Government and Ministers for Foreign Affairs do not require full powers to sign. Copies of instruments and full powers may be faxed to the Treaty Section at 212 963 3693.

79. Information relating to the treaty event, including the letter of invitation from the Secretary-General to Heads of State and Government, a list of multilateral treaties to be highlighted at the treaty event, the annual publication entitled *Treaty Event 2015: Seventy Years of Multilateral Treaty Making at the United Nations*, a list of all multilateral treaties deposited with the Secretary-General and procedural information provided by the Under-Secretary-General for Legal Affairs and United Nations Legal Counsel to Permanent Representatives in New York can be obtained from the United Nations Treaty Collection website (https://treaties.un.org).

80. In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted to attend the event. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue ten to five minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of State or Government/Vice-President/Crown Prince or Princess) from the escalators in the main hall.

81. It should also be noted that, in order to gain access to the premises during the 2015 treaty event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

82. Each delegation should designate an individual as a contact person for the purposes of the treaty event.

XIII. Media arrangements and services

83. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

84. All media representatives who do not have a valid pass **must have applied for accreditation by Wednesday, 9 September 2015**. Media organizations must send a request on the letterhead of the company with the names and functional titles of those coming to cover the General Assembly to the Media Accreditation and Liaison Unit, at malu@un.org or via fax 212 963 4642. First-time applicants are requested to submit a photograph. Each media representative must also fill out an online form (available from www.un.org/en/media/accreditation/form). Additional information regarding media accreditation can be found at www.un.org/en/media/accreditation/UNGATO.shtml.

85. All members of the media, including official photographers and videographers accompanying Heads of State or government or heads of delegation, can obtain accreditation by having the permanent mission concerned submit a letter listing the names of the media representatives with their functional titles and affiliation (see para. 84 above for e-mail address and fax number).

86. All media representatives must come in person to collect a United Nations grounds pass. **They will need to present their letters of assignment or an e-mail from the media accreditation unit approving their accreditation**, as well as a national passport and another valid form of photo identification. For additional information, see annex I.

Location and hours of operation for media accreditation

87. Until Tuesday, 22 September 2015, media representatives can pick up their accreditation badges in the Pass and Identification Unit, room 102, UNITAR Building, 801 First Avenue (corner of 45th Street and First Avenue).

88. From Wednesday, 23 September to Saturday, 3 October 2015, the badges can be picked up from the temporary media accreditation centre adjacent to the screening area.

89. The hours for media accreditation will be as follows (please note that the Pass and Identification Unit might have different hours of operation for delegations):

Monday to Friday, 14 to 18 September	9 a.m. to 4.30 p.m.
Monday to Wednesday, 21 to 23 September	9 a.m. to 6 p.m.
Thursday, 24 September	9 a.m. to 7 p.m.
Friday, 25 September	7 a.m. to 6 p.m.
Saturday and Sunday, 26 and 27 September	9 a.m. to 6 p.m.
Monday, 28 September	7 a.m. to 6 p.m.
Tuesday to Friday, 29 September to 2 October	8 a.m. to 6 p.m.

Saturday, 3 October	1 p.m. to 4.30 p.m.
Sunday, 4 October	Closed
Monday, 5 October	9 a.m. to 4.30 pm

90. As of Monday, 5 October 2015, all pass and ID operations will resume at the Pass and Identification Unit, Monday to Friday, from 9 a.m. to 4 p.m.

91. All media representatives must clearly display their United Nations grounds passes at all times.

Entry and screening procedures

92. All media representatives will be required to present to the United Nations security officers at the gate a valid United Nations grounds pass, a letter of assignment, or a confirmation e-mail from the accreditation unit. The designated press entrance is at 47th Street and First Avenue.

93. Members of the media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays, particularly when First Avenue is closed for motorcades.

Temporary Media Centre and other facilities

94. The temporary Media Centre will be in Conference Room 1, with an overflow area in Conference Room 3, in the North Lawn Building. **Media representatives are requested to kindly bring their own headphones to listen to the proceedings; no headphones will be available on site.**

95. Statements, documents and press releases related to the General Assembly will be available at the Media Documents Centre, located in room S-219. Updates on media arrangements will be available from www.un.org/en/media/accreditation/UNGA70.shtml.

United Nations audiovisual materials

96. Photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, room S-1047 (telephone: 212 963 6927 or 212 963 0034; fax: 212 963 1658; e-mail: photolibr@un.org).

97. Delegations may request one DVD of each statement by their mission free of charge. Digital file formats (such as MPEG2 and MPEG4 (H.264)) are also available on demand and can be downloaded online. Additional copies of DVDs or any other special requests are subject to charge. DVDs that have been ordered in advance will generally be available on the day the statement is made. Orders received after the event will be made available as soon as possible. All requests will be serviced in the order in which they are received. To request a copy of a statement, contact the United Nations Video Library (telephone: 212 963 0656 or 212 963 1561; fax: 212 963 4501; e-mail: avlibrary@un.org). DVDs must be picked up at the Video Library, room GA2B-620, in the second basement of the General Assembly Building.

98. B-roll video material on DVDs or digital files will be available on selected topics, such as historical footage of the United Nations, the Millennium Development Goals and other thematic compilations.

99. Live television feeds will be available through commercial carriers (http://www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf). For more information, contact United Nations Television (telephone: 212 963 7650, 212 963 7667 or 212 963 9399; e-mail: untv@un.org).

100. Only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television live coverage of the high-level meetings and the general debate should call 212 963 7650. UNTV studios will NOT be available during the general debate. A detailed schedule of live and photo-op camera coverage will be e-mailed to broadcast clients in advance of the high-level meetings.

101. Audio files of speeches in digital format (MP3) will be available for download free of charge from the United Nations Audiovisual Library website (www.unmultimedia.org/avlibrary/). Audio enquiries and requests should be addressed to the United Nations Audiovisual Library (telephone: 212 963 0656; e-mail: avlibrary@un.org).

102. Statements in the original language in which they were delivered will be available on the PaperSmart portal at papersmart.unmeetings.org. Special requests for a recording of the interpretation in one of the six official languages should be made in advance; the availability of such recordings is subject to the limitations of recording facilities.

103. Very limited radio studio facilities will be provided to delegates and accredited journalists, when available, during the general debate. There will be charges to cover any additional contractor costs for after-hours use. For radio studio availability and cost estimates for after-hours use, contact the Broadcast and Conference Support Section (e-mail: request-for-services@un.org; telephone: 212 963 9485) and copy United Nations Radio (malor@un.org; sultanm@un.org).

Internet and social media

104. The United Nations website (www.un.org/ga) will provide, through a dedicated portal web page (http://gadebate.un.org), coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements. To ensure the timely posting of the statements on the United Nations website, the texts should be sent to papersmart@un.org. The dedicated website for all of the General Assembly high-level meetings is www.un.org/en/ga/70/meetings/index.shtml.

105. The United Nations Meetings Coverage Section, through its portal websites (www.un.org/en/unpress and www.un.org/fr/unpress), will provide full coverage of the General Assembly plenary and high-level meetings, as well as of round tables and press conferences, in both English and French. Copies of press releases will also be available at the Media Documents Centre, as well as in relevant conference rooms.

106. The United Nations News Centre (www.un.org/news) serves as the main portal for United Nations news and will be continuously updated. It will provide a wide

array of links to related source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. **United Nations News Centre readers will also be able to follow stories on Facebook and Twitter** and subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

107. In addition, the 2015: Time for Global Action web platform (www.un.org/sustainabledevelopment/) has been designed to raise awareness of all sustainable development issues at stake this year and will also feature materials from the summit in all official United Nations languages.

108. The United Nations webcast service (http://webtv.un.org) will provide daily live and on-demand broadcasting over the Internet of General Assembly meetings, press conferences and briefings, and events. If interpretation is available, the meetings will be covered live in all six official languages, plus the original language of the speaker, if it is other than an official language. To facilitate the timely availability of statements on the website, delegations should send them via e-mail to dpigaweb@un.org. Queries about webcast and on-demand videos should be directed to the United Nations webcast (telephone: 212 963 6733). Queries about the availability of statements on the General Assembly website should be directed to the United Nations Web Services Section (telephone: 212 963 5148).

109. Regular social media updates will be posted to accounts managed by the Department of Public Information which are listed at www.un.org/social. Member States are encouraged to post social media updates using these hashtags: #UNGA and #Action2015. Questions about social media coverage may be directed to the Social Media Team (telephone: 917 367 7083).

Pool coverage

110. In some events, owing to logistics and space considerations select media would have to provide pooled media coverage.

111. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches.

112. A limited number of still photographers, escorted by Media Accreditation Unit staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the Unit officers accompanying the media.

Tickets to the press gallery in the General Assembly Hall

113. A limited number of tickets will be available for the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Briefings and press conferences

114. Daily briefings for the media will be given by the Spokesperson for the Secretary-General at noon in room S-237. Press conferences by senior United

Nations officials, delegations and the permanent missions will take place in the same room, unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General and will be posted at www.un.org/sg/spokesperson/confschedule.asp. It will also be available on the website of the Media Accreditation and Liaison Unit at www.un.org/en/media/accreditation/alert and on Twitter@UNmedialiaison.

115. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

116. Briefings and press conferences are **only** open to members of the media.

Coverage of bilateral meetings

117. Photo opportunities may be available for bilateral meetings. Media representatives interested in covering the meetings will need to contact the relevant delegations to obtain permission to attend.

XIV. Medical services

118. The United Nations Medical Service will operate a walk-in clinic from 8.30 a.m. to 5 p.m. on weekdays for the duration of the General Assembly. The clinic is located on the fifth floor of the main Secretariat Building (telephone: 212 963 7080). Weekend opening will be dependent upon demand and the meeting schedule.

119. During the high-level meetings, an immediate medical response capability will operate from within the General Assembly Building. For meetings in the Conference Building, immediate response will be provided from the main Medical Services Division clinic in the Secretariat Building. Additional support will also be provided by on-site New York City ambulances and staff.

120. Physicians travelling with Heads of State or Government should contact the Senior Medical Officer, Secretariat Operations, Dr. Paula Rojas (telephone: 212 963 6764 or e-mail rojasp@un.org) if they have special requirements or if they wish to view the medical facilities and support capacity available.

XV. Host country liaison

121. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 212 415 4300 (after hours, 212 415 4020)).

XVI. Additional information and briefing sessions

122. Additional information will be issued if the need arises to update and expand the information contained in the present note. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

123. In the lead-up to the high-level meetings, the following information documents will be issued:

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the seventieth session of the General Assembly
- Delegates Handbook
- Information circular for the media

XVII. Focal points for arrangements related to the high-level meetings

General Assembly Affairs	Ion Botnaru Telephone: 212 963 0725
	Saijin Zhang Telephone: 212 963 2336
Protocol	Peter Van Laere Telephone: 212 963 7171 Fax: 212 963 1921
Conference Services	Liya Liqun Zhang Telephone: 212 963 8114
	Rukshan Perera Telephone: 212 963 7351
	E-mail: emeetsm@un.org
Interpretation services	Hossam Fahr Telephone: 212 963 8235
Bilateral meetings coordination	Reservations: http://icms.un.org
	E-mail: bilats-msu@un.org
	Sylvia Gutierrez Telephone: 212 963 9252
Statement submission	E-mail: papersmart@un.org
	PaperSmart portal: papersmart.unmeetings.org
Logistics coordination for meetings	Emma Pioche Telephone: 212 963 2952
Delegation accreditation and access	Wai Tak Chua Telephone: 212 963 7181 Fax: 212 963 1921

	For eAccreditation technical issues:
	ICTS Help Desk Telephone: 212 963 5033 E-mail: help-desk@un.org
Security	Michael Browne, Chief of Security Telephone: 917 367 9211 E-mail: browne2@un.org
	Lieutenant Malinda McCormack (Security Event Planning Unit) Telephone: 212 963 7028 Fax: 917 367 7032 E-mail: mccormackm@un.org
Media	Hak-Fan Lau (Press Service) Telephone: 212 963 2123
	George Ngwa (Meetings Coverage) Telephone: 212 963 5850
	Tal Mekel (Accreditation) Telephone: 212 963 1504 Fax: 212 963 4642
	David Woodie (Broadcast and United Nations Television) Telephone: 212 963 9399
	Jamille McCord (Press Conferences) Telephone: 212 963 7707 E-mail: mccord@un.org
Facilities Management Service	Andrew Nye Telephone: 212 963 7453
Broadcast and Conference Support Section	Patrick Morrison Telephone: 212 963 0407
Capital master plan	Peter Smith Telephone: 917 367 5853
	Werner Schmidt Telephone: 917 367 5420
Medical	Senior Medical Officer, Secretariat Operations, Paula Rojas Telephone: 212 963 6764 E-mail: rojasp@un.org
	Head Nurse, Michael Jenkins Telephone: 917 367 3841 Fax: 917 367 0656 E-mail: jenkins@un.org

Annex I

Request for accreditation of media representatives

High-level meetings and seventieth session of the General Assembly of the United Nations

New York, September 2015

Procedures to apply for media accreditation

Bona fide representatives of the media — print, photo, radio, television and film — will be accredited for coverage of the high-level meetings and the seventieth session of the General Assembly of the United Nations, to be held in New York.

Those not in possession of a valid United Nations grounds pass should submit a letter of assignment, on official letterhead, signed by the Editor or Bureau Chief, via e-mail to malu@un.org, and complete an online application form, which can be found at www.un.org/en/media/accreditation/form. Once approved, a confirmation will be sent to the e-mail address provided on the form.

Please be advised that applicants should bring with them their letter of assignment, a print-out of the confirmation e-mail, and two forms of photo identification (including a **passport**, **national** press credentials, driver's licence or work identification) when presenting themselves at the Media Accreditation Office at 801 First Avenue (room U-100), located at the north-west corner of First Avenue and 45th Street. From 23 September to 3 October, the Media Accreditation Office will be located adjacent to the North Lawn Building. Accreditation is free of charge. **Incomplete applications will not be processed.**

Annex II

Request for Grounds Pass

UNITED NATIONS **NATIONS UNIES**

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security staff

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official seal Date Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (Must be presented at the Pass and Identification Office) _____